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**Recruitment policy update**

**Purpose of Report**

1. The purpose of this report is to provide Staffing Policy Committee with information about updates to the council's recruitment policies.

**Background**

2. The council's recruitment policy was last fully reviewed and updated in 2016.
3. Whilst there have been no changes to the policy since then additional guidance documents, FAQs, templates and forms have been produced as required, either to support managers or where changes to processes have been required in line with either legislation or best practice.
4. Feedback from managers, and the council's operational HR teams, is that information has become difficult to find and in some cases is duplicated across a number of different guidance documents.
5. A review has therefore been undertaken to streamline and reduce the number of guidance documents, combine all related information together into one place and to ensure the main policy clearly points managers to relevant guidance, depending on the type of recruitment being undertaken.
6. As part of the review, the equalities and inclusion language within the policy and associated guidance documents has been updated to ensure it aligns with current practice, and also with other HR information.
7. The policy and guidance documents have also been updated to ensure that any sections relating to the old behaviours framework have been replaced with our new EPIC values and reference to the code of conduct policy, as presented at Staffing Policy Committee in June 2020.

**Main changes**

8. There have been no changes to the content of the recruitment policy, only to the format and presentation of the information contained within it.
9. The updated policy will provide links to a revised set of guidance documents covering:
  - Guidance for managers on safer recruitment
  - Guidance for managers on providing references
  - Candidate and pre-employment checks policy

- Guidance for managers on interviewing

10. The following documents have been amalgamated into these new guidance documents and will therefore be no longer required:

- Guidance for managers on the recruitment process
- Guidance for managers on health declaration
- Guidance for managers following up a safeguarding reference

11. The updated policy and guidance document will be taken to an Equality Impact Assessment panel in November to obtain feedback on the new format. This panel is attended by representatives from the council's staff networks and recognised unions.

12. Following the EIA, the relevant section on HR direct will be updated to provide an easy portal for managers to self-serve to access the policy and related documents.

### **Recommendations**

13. That Staffing Policy Committee note this report and the planned updates to the council's recruitment policy and associated guidance documents.

**Joanne Pitt**  
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**The following unpublished documents have been relied on in the preparation of this report:** None